

AGE UK NORTH WEST KENT
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

HEDLEY DUNK LIMITED

Chartered Accountants & Statutory Auditor
Trinity House House
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DA1 1BB

AGE UK NORTH WEST KENT

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AGE UK NORTH WEST KENT

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2021

Trustees	Ms A Allen (resigned 20 October 2021) Mr J Burden Miss J Hall (resigned 5 May 2020) Mrs E A Haggart (resigned 13 November 2020) Mrs K J Hurdle Mr A R Pritchard Mrs C Rolles Mrs J E Stanton (resigned 29 October 2020) Mrs Joanne Arnold (appointed 12 August 2021)
Company registered number	07645589
Charity registered number	1143905
Registered office	The Fleming Resource Centre Clarence Row Gravesend Kent DA12 1HJ
Company secretary	Kathryn Smith (appointed January 2021)
Chief executive officer	Nigel Vian (retired August 2020) Michelle Ford (resigned 31 December 2020) Christine Monks and Kathryn Smith (appointed June 2021)
Independent auditors	Hedley Dunk Limited Chartered Accountants Trinity House 3 Bullace Lane Dartford Kent DA1 1BB
Bankers	Barclays 7a New Road Gravesend Kent DA11 0AF
Solicitors	Furley Page Solicitors 39 St Margaret's Street Canterbury Kent CT1 2TX

AGE UK NORTH WEST KENT

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Age UK North West Kent (the company) for the year ended 31 March 2021.

The Trustees confirm that the annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

These accounts represent the eighth full year of trading as 'Age UK North West Kent' and will assist the Board of Trustees build a robust and positive strategic direction for the charity.

Aim

To be the principal organisation in delivering support for older people in North West Kent, enabling people in later life to live independently, access appropriate services and enrich their lives.

Charitable Purpose

The two key objects for which the Charity is established and to which it is specifically restricted are to promote the following purposes for the benefit of the public and/or older people in and around the administrative areas of Dartford and Gravesham Boroughs ("the area of benefit" – although our constitution enables us to trade anywhere in Kent). We provide Community Services to parts of North Sevenoaks District, including Swanley. The governing document is the Age UK North West Kent 'Memorandum and Articles of Association.' (revised in 2018)

- Assisting older people in need by reason of ill-health, disability, financial hardship, social exclusion, caring responsibilities or other disadvantage.
- Such other charitable purposes for the benefit of older people as the Trustees may from time to time decide.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

Achievements and performance

Due to the COVID-19 pandemic, Age UK North West Kent suspended Day Services, Dementia Services, Home Support, Bathing and Simply Nails Service from 23 March 2020. The charity adopted the Coronavirus Job Retention Scheme where staff aged over 70 years old were furloughed and self-isolating. KCC had agreed to extend the annual grant to 2020/21

Age UK North West continued with the Fresh Meal Delivery Service, free shopping and prescription service and staff were carrying out telephone calls to the service users. June 2020 Simply Nails, Bathing Service and Home Support Services were reintroduced following COVID legislation from NHS England and the government.

In September 2020, the Day Centres were reopened, clients brought in COVID bubbles and following current guidelines from NHS England and the government.

November 2020, the country went into another lockdown and the centres were closed again but the Community Services continued.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

The centres remained closed until April 2021. All Day Services Staff were put onto the Furlough Scheme but had to be bought back in January 2020 on a temporary basis due to all of the Fresh Meals team having to isolate due to a colleague testing positive for COVID.

Nigel Vian retired in August 2020 and was replaced by Michelle Ford, who resigned 31 December 2020. Kate Smith and Chris Monks appointed joint interim Chief Executive Officers 01 January 2021 and officially appointed June 2021.

Activities Summary

1. **Day Services:** Redundancies for catering team at Meadowside, followed by Day Services Drivers, as leased vehicles were returned. Staff still carrying out courtesy calls to clients. Day Break, dementia unit relocated to Meadowside, Dartford staff redeployed.
2. **Community Services (outreach):** A few service users are reluctant to resume services as still anxious about COVID-19.
3. **Community Liaison:** Post made redundant November 2020
4. **Information & Advice Service:** Service closed December 2020 as I&A Officer resigned from the post to pursue a university degree.

Finance Statement

- At the year end the charity had total funds of £650,619 (2020: £346,606), which was an increase of £304,013 during the period. Income increased in the year to £1,702,852 (2020: £1,593,901). This was driven by an increase in grants received. With services forced to close due to the Covid-19 pandemic the charity made a significant push for grants to cover the funding gap. The charity also utilised the coronavirus job retention scheme. These in tandem allowed the charity to navigate the pandemic and remain on a stable financial footing.
- The charity's principal funding is made up of funds generated from charitable activities and grants that subsidise the activities. The principle risk of the charity is the loss of grant funding, which would result in the charity having to scale back the services it offers.
- The charity's reserves stood at £650,619 at the year end and are held in three fund types. At the year end these were general funds at £308,548, Designated funds at £305,358 and restricted funds at £36,713. Reserves grew in the period and are at a satisfactory level against the charity's Reserves Policy for the purpose of meeting all liabilities, including redundancy, and sustaining the charity for up to a three-month period in the event of termination.
- Cash-flow and forecast reports have been regularly produced as well as statements of cash at bank and level of investments held.
- Suppliers continue to be reviewed on cost and quality, as well as earning in detail comparative unit costs.
- After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Risk Management

The charity continues to positively manage its 'risk' as a high priority. Reserves levels were maintained throughout 2020/21.

Risks are reviewed by the Board of Trustees against a detailed and comprehensive 'Register of Risk' which is regularly updated. Guidance and instruction to Trustees about managing risk from the Charity Commission and Companies House is regularly shared, reviewed and implemented.

During 2020-21 no 'serious incidents' occurred and no 'Serious Incident Reports' were submitted to the Charity Commission.

The charity's 'Business Continuity Plan' was regularly reviewed by Trustees and updated as necessary to respond to changing circumstances.

The Board of Trustees carried out the Charity Commission CC8 self-assessment financial checklist.

Constitution

Age UK North West Kent is registered as a charitable company limited by guarantee and was set up by Memorandum and Articles of Association.

Methods of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association. New Trustees are elected by existing Trustees who ensure they have the relevant experience and necessary training for the role.

Plans for future periods

The charity plans to continue supporting the elderly community in Kent by maintaining the high standards of services delivered in line with our aims and objectives.

Trustees liability

The Trustees of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

The auditors, Hedley Dunk Limited, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:



Karen Hurdle
Trustee

Date: 17/12/2021

AGE UK NORTH WEST KENT

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF AGE UK NORTH WEST KENT

Opinion

We have audited the financial statements of Age UK North West Kent (the 'charity') for the year ended 31 March 2021 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF AGE UK NORTH WEST KENT (CONTINUED)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charity for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience and through discussion with the directors and other management (as required by auditing standards), and discussed with the directors and other management the policies and procedures regarding compliance with laws and regulations. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit.

The potential effect of these laws and regulations on the financial statements varies considerably.

Firstly, the Company is subject to laws and regulations that directly affect the financial statements including financial reporting legislation (including related companies legislation), distributable profits legislation and taxation legislation and we assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF AGE UK NORTH WEST KENT (CONTINUED)

Secondly, the Company is subject to many other laws and regulations where the consequences of non-compliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: health and safety, anti-bribery, employment law and certain aspects of company legislation. Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the directors and other management and inspection of regulatory and legal correspondence, if any.

Through these procedures, we became aware of no actual or suspected non-compliance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Hedley Dunk Limited

Chartered Accountants

Trinity House

3 Bullace Lane

Dartford

Kent

DA1 1BB

Date: 17/12/2021

Hedley Dunk Limited are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

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STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	3	1,231,331	-	1,231,331	633,496
Charitable activities	4	471,212	-	471,212	953,854
Other trading activities	5	255	-	255	6,394
Investments	6	54	-	54	157
Total income		1,702,852	-	1,702,852	1,593,901
Expenditure on:					
Raising funds		(387)	-	(387)	6,670
Charitable activities	7	1,405,378	1,582	1,406,960	1,654,687
Total expenditure		1,404,991	1,582	1,406,573	1,661,357
Net income/(expenditure)		297,861	(1,582)	296,279	(67,456)
Transfers between funds	18	-	-	-	3,132
Net movement in funds before other recognised gains/(losses)		297,861	(1,582)	296,279	(64,324)
Other recognised gains/(losses):					
Gains/(losses) on revaluation of fixed assets		7,734	-	7,734	(6,119)
Net movement in funds		305,595	(1,582)	304,013	(70,443)
Reconciliation of funds:					
Total funds brought forward		308,311	38,295	346,606	417,049
Net movement in funds		305,595	(1,582)	304,013	(70,443)
Total funds carried forward		613,906	36,713	650,619	346,606

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 11 to 25 form part of these financial statements.

AGE UK NORTH WEST KENT
REGISTERED NUMBER: 07645589

BALANCE SHEET
AS AT 31 MARCH 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	13	42,615	49,608
Investments	14	38,948	31,215
		<u>81,563</u>	<u>80,823</u>
Current assets			
Stocks	15	6,533	6,539
Debtors	16	46,796	56,880
Cash at bank and in hand		552,716	255,724
		<u>606,045</u>	<u>319,143</u>
Creditors: amounts falling due within one year	17	(36,989)	(53,360)
Net current assets		<u>569,056</u>	<u>265,783</u>
Total assets less current liabilities		<u>650,619</u>	<u>346,606</u>
Net assets excluding pension asset		<u>650,619</u>	<u>346,606</u>
Total net assets		<u><u>650,619</u></u>	<u><u>346,606</u></u>
Charity funds			
Restricted funds	18	36,713	38,295
Unrestricted funds	18	613,906	308,311
Total funds		<u><u>650,619</u></u>	<u><u>346,606</u></u>

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006. The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006. However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements. The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


Karen Hurdle
Trustee

Date: 17/12/2021

The notes on pages 11 to 25 form part of these financial statements.

AGE UK NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. General information

Age UK North West Kent is a company limited by guarantee (incorporated on 24 May 2011, registered number 07645589 and a registered charity (charity number 1143905) in England and Wales.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Age UK North West Kent meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Where the donated good is a fixed asset, it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the charity's accounting policies.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

AGE UK NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

2. Accounting policies (continued)

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

2.4 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following basis:

Long-term leasehold property	-	over the term of the leases
Motor vehicles	-	25% reducing balance basis
Office equipment	-	25% reducing balance basis
Computer equipment	-	25% reducing balance basis

2.7 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

2. Accounting policies (continued)

2.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.12 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.13 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

AGE UK NORTH WEST KENT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

3. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Donations	42,544	-	42,544
Legacies	20,947	-	20,947
Grants	1,167,840	-	1,167,840
	<u>1,231,331</u>	<u>-</u>	<u>1,231,331</u>
	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Donations	3,974	-	3,974
Grants	624,522	5,000	629,522
	<u>628,496</u>	<u>5,000</u>	<u>633,496</u>

4. Income from charitable activities

	Unrestricted funds 2021 £	Total funds 2021 £
Dartford	13,367	13,367
Gravesend	457,845	457,845
	<u>471,212</u>	<u>471,212</u>
	Unrestricted funds 2020 £	Total funds 2020 £
Dartford	147,599	147,599
Gravesend	806,255	806,255
	<u>953,854</u>	<u>953,854</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

5. Fundraising Income

Income from fundraising events

	Unrestricted funds 2021 £	Total funds 2021 £
Charity shop	76	76
Amenities shop	179	179
	<u>255</u>	<u>255</u>

	Unrestricted funds 2020 £	Total funds 2020 £
Charity shop	1,850	1,850
Amenities shop	4,544	4,544
	<u>6,394</u>	<u>6,394</u>

6. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £
Bank interest	54	54

	Unrestricted funds 2020 £	Total funds 2020 £
Bank interest	157	157

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

7. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Dartford	327,703	-	327,703
Gravesend	1,077,675	1,582	1,079,257
	<u>1,405,378</u>	<u>1,582</u>	<u>1,406,960</u>
	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Dartford	400,590	-	400,590
Gravesend	1,248,247	5,851	1,254,098
	<u>1,648,837</u>	<u>5,851</u>	<u>1,654,688</u>

8. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £
Dartford	242,158	85,545	327,703
Gravesend	993,525	85,732	1,079,257
	<u>1,235,683</u>	<u>171,277</u>	<u>1,406,960</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

8. Analysis of expenditure by activities (continued)

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £
Dartford	300,179	100,410	400,589
Gravesend	1,153,801	100,297	1,254,098
	<u>1,453,980</u>	<u>200,707</u>	<u>1,654,687</u>

Analysis of direct costs

	Dartford 2021 £	Gravesend 2021 £	Total funds 2021 £
Staff costs	194,505	690,694	885,199
Depreciation	2,385	4,425	6,810
Building maintenance and repairs	11,351	43,664	55,015
Activity expenses	5,234	56,479	61,713
Rent	3,986	1,112	5,098
Light, heat and water	3,458	21,289	24,747
Insurance	-	14,411	14,411
Motor expenses	12,323	66,562	78,885
Computer costs	588	21,204	21,792
Telephone	1,912	10,074	11,986
Printing, postage and stationery	1,286	14,589	15,875
Training	-	4,292	4,292
Staff health insurance	324	1,492	1,816
Sundry expenses	4,806	27,780	32,586
Loss on disposal of fixed assets	-	3,568	3,568
Redundancy costs	-	11,890	11,890
	<u>242,158</u>	<u>993,525</u>	<u>1,235,683</u>

AGE UK NORTH WEST KENT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

8. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	Dartford 2020 £	Gravesend 2020 £	Total funds 2020 £
Staff costs	190,220	760,880	951,100
Depreciation	4,034	2,872	6,906
Building maintenance and repairs	18,553	43,295	61,848
Activity expenses	19,162	114,644	133,806
Rent	1,085	1,086	2,171
Light, heat and water	11,438	18,679	30,117
Insurance	819	14,272	15,091
Motor expenses	43,832	126,396	170,228
Computer costs	2,645	11,255	13,900
Telephone	1,983	11,098	13,081
Printing, postage and stationery	710	8,508	9,218
Training	978	10,219	11,197
Staff health insurance	294	1,663	1,957
Sundry expenses	4,396	23,750	28,146
Volunteer expenses	-	660	660
Loss on disposal of fixed assets	-	4,524	4,524
Living Well	30	-	30
	<u>300,179</u>	<u>1,153,801</u>	<u>1,453,980</u>

Analysis of support costs

	Dartford 2021 £	Gravesend 2021 £	Total funds 2021 £
Staff costs	76,247	76,249	152,496
Depreciation	-	183	183
Legal fees	5,245	5,246	10,491
Audit and accountancy	4,053	4,054	8,107
	<u>85,545</u>	<u>85,732</u>	<u>171,277</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

8. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

	Dartford 2020 £	Gravesend 2020 £	Total funds 2020 £
Staff costs	83,556	83,557	167,113
Depreciation	1,101	987	2,088
Legal fees	12,374	12,374	24,748
Audit and accountancy	3,379	3,379	6,758
	<u>100,410</u>	<u>100,297</u>	<u>200,707</u>

9. Auditors' remuneration

The auditors' remuneration amounts to an auditor fee of £5,975 (2020 - £4,500).

10. Staff costs

	2021 £	2020 £
Wages and salaries	983,485	1,060,548
Social security costs	43,858	46,463
Contribution to defined contribution pension schemes	10,353	11,202
	<u>1,037,696</u>	<u>1,118,213</u>

The average number of persons employed by the charity during the year was as follows:

	2021 No.	2020 No.
Direct care staff	18	19
Management/support staff	69	76
	<u>87</u>	<u>95</u>

No employee received remuneration amounting to more than £60,000 in either year.

AGE UK NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

11. Pension commitments

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge amounts to £10,353 (2020 - £11,202). Contributions payable at the year end by the company to the fund amount to £2,186 (2020 - £2,528).

12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, no Trustee expenses have been incurred (2020 - £NIL).

13. Tangible fixed assets

	Freehold property £	Motor vehicles £	Office equipment £	Computer equipment £	Total £
Cost or valuation					
At 1 April 2020	55,446	56,906	57,312	167,392	337,056
At 31 March 2021	55,446	56,906	57,312	167,392	337,056
Depreciation					
At 1 April 2020	27,819	50,652	50,867	158,110	287,448
Charge for the year	1,499	1,564	1,652	2,278	6,993
At 31 March 2021	29,318	52,216	52,519	160,388	294,441
Net book value					
At 31 March 2021	26,128	4,690	4,793	7,004	42,615
At 31 March 2020	27,627	6,254	6,445	9,282	49,608

AGE UK NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

14. Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2020	31,214
Revaluations	7,734
	<hr/>
At 31 March 2021	38,948
	<hr/>
Net book value	
At 31 March 2021	38,948
	<hr/>
At 31 March 2020	31,215
	<hr/>

15. Stocks

	2021 £	2020 £
Finished goods and goods for resale	6,533	6,539
	<hr/>	<hr/>

16. Debtors

	2021 £	2020 £
Due within one year		
Trade debtors	39,228	49,324
Other debtors	2,068	2,056
Prepayments and accrued income	5,500	5,500
	<hr/>	<hr/>
	46,796	56,880
	<hr/>	<hr/>

17. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	12,743	17,287
Other taxation and social security	10,040	14,094
Other creditors	6,925	6,925
Accruals and deferred income	7,281	15,054
	<hr/>	<hr/>
	36,989	53,360
	<hr/>	<hr/>

AGE UK NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

18. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 March 2021 £
Unrestricted funds					
Designated funds					
Client line	109	-	-	-	109
Redundancy fund	150,000	-	(11,890)	-	138,110
Living Well ICP	164,007	-	-	-	164,007
Bathroom project	3,132	-	-	-	3,132
	<u>317,248</u>	<u>-</u>	<u>(11,890)</u>	<u>-</u>	<u>305,358</u>
General funds					
General Funds	<u>(8,937)</u>	<u>1,702,852</u>	<u>(1,393,101)</u>	<u>7,734</u>	<u>308,548</u>
Total Unrestricted funds	<u>308,311</u>	<u>1,702,852</u>	<u>(1,404,991)</u>	<u>7,734</u>	<u>613,906</u>
Restricted funds					
Building Society	3,517	-	-	-	3,517
Bourhill Legacy	14,665	-	-	-	14,665
Vehicles funded	14,932	-	(1,440)	-	13,492
Equipment funded	567	-	(142)	-	425
Exercise fund	4,614	-	-	-	4,614
	<u>38,295</u>	<u>-</u>	<u>(1,582)</u>	<u>-</u>	<u>36,713</u>
Total of funds	<u><u>346,606</u></u>	<u><u>1,702,852</u></u>	<u><u>(1,406,573)</u></u>	<u><u>7,734</u></u>	<u><u>650,619</u></u>

AGE UK NORTH WEST KENT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

18. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2020 £
Unrestricted funds						
Designated funds						
Client line	109	-	-	-	-	109
Redundancy fund	150,000	-	-	-	-	150,000
Living Well ICP	185,019	-	(21,012)	-	-	164,007
Bathroom project	-	-	-	3,132	-	3,132
	<u>335,128</u>	<u>-</u>	<u>(21,012)</u>	<u>3,132</u>	<u>-</u>	<u>317,248</u>
General funds						
General Funds	<u>42,775</u>	<u>1,588,901</u>	<u>(1,634,494)</u>	<u>-</u>	<u>(6,119)</u>	<u>(8,937)</u>
Total Unrestricted funds	<u>377,903</u>	<u>1,588,901</u>	<u>(1,655,506)</u>	<u>3,132</u>	<u>(6,119)</u>	<u>308,311</u>
Restricted funds						
Building Society	3,517	-	-	-	-	3,517
Bourhill Legacy	14,665	-	-	-	-	14,665
Capital Grant	508	-	(508)	-	-	-
Vehicles funded	16,852	-	(1,920)	-	-	14,932
Equipment funded	3,604	-	(3,037)	-	-	567
Exercise fund	-	5,000	(386)	-	-	4,614
	<u>39,146</u>	<u>5,000</u>	<u>(5,851)</u>	<u>-</u>	<u>-</u>	<u>38,295</u>
Total of funds	<u><u>417,049</u></u>	<u><u>1,593,901</u></u>	<u><u>(1,661,357)</u></u>	<u><u>3,132</u></u>	<u><u>(6,119)</u></u>	<u><u>346,606</u></u>

AGE UK NORTH WEST KENT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

19. Summary of funds

Summary of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 March 2021 £
Designated funds	317,248	-	(11,890)	-	305,358
General funds	(8,937)	1,702,852	(1,393,101)	7,734	308,548
Restricted funds	38,295	-	(1,582)	-	36,713
	<u>346,606</u>	<u>1,702,852</u>	<u>(1,406,573)</u>	<u>7,734</u>	<u>650,619</u>

Summary of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2020 £
Designated funds	335,128	-	(21,012)	3,132	-	317,248
General funds	42,775	1,588,901	(1,634,494)	-	(6,119)	(8,937)
Restricted funds	39,146	5,000	(5,851)	-	-	38,295
	<u>417,049</u>	<u>1,593,901</u>	<u>(1,661,357)</u>	<u>3,132</u>	<u>(6,119)</u>	<u>346,606</u>

20. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	28,698	13,917	42,615
Fixed asset investments	38,948	-	38,948
Current assets	583,249	22,796	606,045
Creditors due within one year	(36,989)	-	(36,989)
Total	<u>613,906</u>	<u>36,713</u>	<u>650,619</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

20. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	34,109	15,499	49,608
Fixed asset investments	31,215	-	31,215
Current assets	296,347	22,796	319,143
Creditors due within one year	(53,360)	-	(53,360)
Total	308,311	38,295	346,606

